

## **SWM OPERATIONS COORDINATOR**

**GRADE 30**

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs highly skilled work operating, supervising and coordinating multiple operations at County solid waste management facility; ability to manage and coordinate key facility operations in compliance with department procedures and standards; does related work as required. Work is performed under occasional supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Monitors multiple facility operations; training staff; operates various equipment; maintaining site appearance; assisting the public.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensures compliance with State, County, Department, and OSHA regulations.
- Supervises SWM Operator III, SWM Operator II, SWM Operator I and Site Attendants.
- Coordinates multiple facility operations.
- Implements department procedures, inspects and identifies non-compliant facility operations, communicates and coordinates corrections.
- Operates and maintains various facility equipment.
- Plans, assigns and evaluates work of assigned staff.
- Participates to develop programs and improve facility operating procedures.
- Trains staff in safety and operating procedures, and ensures staff are properly trained to perform assigned work.
- Participates in the department safety program, procurement, personnel management, equipment management, budget preparation, contractor supervision, and regulatory inspections and compliance.
- Makes public presentations to interest groups.
- Maintains records in compliance with department procedures, and safety and environmental regulations.
- Prepares portion of operating budget and procurement specifications.
- Serves as the responsible individual meeting all facility operational and regulatory requirements on the absence of the department director.
- Performs SWM Operator III, SWM Operator II, SWM Operator I and Site Attendant duties as needed.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of applicable safety and environmental regulations; thorough knowledge and ability to implement safe and efficient operations of the various equipment and procedures required in collection site, recycling processing, transfer facility, and landfill operation; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience up to completion of high school with demonstrated solid waste management performance at an above satisfactory level. Certification as a Virginia Waste Management Facility Operator within 18 months of employment required

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires continuous climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **SPECIAL REQUIREMENTS:**

Demonstrated experience in leadership, management, and safety. Demonstrated experience as an equipment operator and in possession of a commercial driver's license (Class B) valid in the Commonwealth of Virginia, or demonstrated work experience effectively operating multiple key operations as a SWM Operator I, II, and III.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.